

Message Text

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ACTION OIC-02

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FM USMISSION GENEVA

TO SECSTATE WASHDC PRIORITY 117

UNCLAS GENEVA 0340

E.O. 11652: N/A

TAGS: OCON, ASPT

SUBJECT: OFFICE SPACE FOR INTERNATIONAL CONFERENCES

REF: A. STATE 011546; B. STATE 012106; C. JACKSON LETTER TO FINE
DATED 1/13/75

ALSO PASS TO IO/EX - MENTER

1. FOLLOWING ROOMS IN THE MISSION HAVE BEEN RESERVED FOR OFFICES FOR
UPCOMING CONFERENCES:

A. ECOSOC COMMISSION ON HUMAN RIGHTS. FEB 3 - MAR 7; ROOMS,
401, 402, 043 AND 404.

B. HUMANITARIAN LAW, FEB 3 - APR 18, 1975; ROOMS 409 THRU 412
AND 414 THRU 421.

C. GENEVA GROUP, FEB 4 - 6; ROOMS 311, 312, AND 313.

D. NPT, FEB 3 - 15; ROOMS 306 THRU 310.

E. COMMISSION ON NARCOTICS DRUGS, FEB 17-28; ROOMS 602, 604,
605 AND 606.

F. CCD, MAR 4 FOR SIX TO EIGHT WEEKS; ROOMS 310, 311 AND 312.

G. WMO, APRIL 28 - MAY 22; ROOMS 412, 414, 415, 416, 417, AND 418.

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2. THE FEW OFFICES IN THE MISSION NOT NOTED ABOVE WILL BE USED FOR SMALLER CONFERENCES REQUIRING OFFICE SPACE DURING THE PERIOD FEB - MAY 1975.

3. LOS, MARCH 17 - MAY 10

A. RESERVATIONS FOR 4TH AND 5TH FLOORS AT HOTEL INTERCONTINENTAL, INCLUDING THE 15 SINGLE ROOMS, HAVE BEEN CANCELLED.

B. WE FEEL LOS CAN MORE EFFECTIVELY OPERATE AND BE BETTER ACCOMMODATED IN BOTANIC BLDG. SUGGEST OIC REVIEW FLOOR PLANS OF BOTANIC BLDG AND ADVISE ROOMS THAT CAN BE MADE AVAILABLE TO MISSION FOR USE BY LOS. ROOMS PRESENTLY OCCUPIED BY MTN IN THE BOTANIC BLDG ARE: 305, 306, 309, 316, 317, 318, 319, 320 AND 321 (DOCUMENT/REPRODUCTION ROOM). ALL OTHER REMAINING ROOMS ON THE 3RD FLOOR AND THE ENTIRE 2ND FLOOR COULD BE USED BY LOS DEPENDING ON THE ARRIVAL OF ASSIGNED AND TDY PERSONNEL FOR MTN.

C. ADDITIONALLY, MTN COULD MAKE AVAILABLE TO LOS THE USE OF THEIR XEROX COPIERS, MODELS 4000 AND 7000 WITH 20 BIN DORTER. THEY ARE PRESENTLY LOCATED IN ROOM 321. (COST OF PAPER AND MACHINES TO BE PRO-RATED AT END OF CONFERENCE).

D. THERE ARE 36 DESKS PRESENTLY LOCATED ON THE 2ND FLOOR; 25 ADDITIONAL DESKS COULD BE PLACED ON THE 2ND FLOOR (WHICH WOULD HAVE TO BE RENTED LOCALLY). THE 8 ROOMS AVAILABLE ON THE 3RD FLOOR FOR LOS (301, 302, 303, 304, 310, 311 AND 322) EACH PRESENTLY HAVE ONE DESK; ONE ADDITIONAL DESK COULD BE RENTED FOR EACH OF THESE ROOMS. ROOMS 313 AND 314 ARE THE MTN CONFERENCE ROOMS.

4. IT SHOULD BE NOTED ON YOUR PLANS OF THE MISSION THAT ROOMS PERMANENTLY OCCUPIED ON THE 3RD FLOOR ARE 303, 304, 305 AND 318 BY SECURITY AND MARINE SECURITY GUARDS; 317 BY LANGUAGE TRAINING; ROOMS 301/302 AND 405/406 ARE CONFERENCE ROOMS FOR USE BY THE DELEGATIONS. ABRAMS

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